

**SUBPART O - SAFETY REQUIREMENTS FOR
INCIDENTAL MOTOR VEHICLE OPERATORS**

WV420.147 (b)

WV420.143 Scope.

(a) Immediately upon receipt of this supplement, all employees and volunteers are to forward their U. S. Government Motor Vehicle Operators Identification Card to the Personnel Section in the State Office.

WV420.144 Licensing requirement.

(b)(1) Government ID cards will be issued only to permanent SCS employees in West Virginia.

(b)(2) Employees who are not permanent and volunteers will be authorized to use a government vehicle with the use of form WV-PER-3, Authorization to Operate Government Vehicle. This form must be in the possession of the employee or volunteer at all times while driving a government vehicle.

WV420.145 Application requirements for new employees and volunteers.

(b)(1) New employees and volunteers who are to be incidental operators must first complete form PER-WV-2, Application Request for Operating Government Owned or Operated Vehicle. This form must be signed by the immediate supervisor who will authorize the employee or volunteer to drive. These forms are available from area offices and the State Office. After certification by the supervisor, the completed form (original) is to be forwarded to the Personnel Section.

WV420.147 Physical requirements.

(b) Supervisors are to assure that employees or volunteers who are authorized to operate a government owned or leased vehicle have a valid state driver's license.

Any employee or supervisor who believes the employee or volunteer is not physically able to operate a government owned or leased vehicle should notify the State Administrative Officer immediately.

WV420-43 (1)

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